

**Web
INFORMATION TECHNOLOGY ADVISORY BOARD**

FEBRUARY 26, 1997
MEETING MINUTES

Attendees:

Betty Rottmann, Acting Chairperson	Matt Blotvogel	Karen Boeger
Mike Benzen	Tom Frahm	Jan Grecian
David Finch	Gina Hodge	Max Joyce
Russ Helm	Jim Latteman	Don Lloyd
Rita Kerperin	Lyndon Mote	Rex Peterson
George Marshall	Ron Pinkham	Jim Poole
Richard Pierce	Cindy Renick	Jim Roggero
Carol Rackers	Jim Schutt	Larry Seneker
Virginia Rowe	Gerry Wethington	Rise' Williamson
Dan Steidley	Joyce Backes	

OPENING REMARKS

Betty Rottmann, Acting Chairman, called the ITAB meeting to order at 8:35 a.m. on February 26, 1997 in the Interpretive Center, Office of the Secretary of State, 600 West Main Street, Jefferson City, Missouri. She welcomed everyone to the meeting and mentioned she was filling in for Lew Davison, who had another commitment today.

APPROVAL OF MINUTES

1. Approval of the January 29, 1997 Information Technology Advisory Board Meeting Minutes

- Betty Rottmann asked for additions, deletions or corrections to the January 29, 1997 ITAB Meeting Minutes. Joyce Backes made a motion, seconded by Gina Hodge that the minutes be approved as written. The motion was unanimously approved .

ACTION REQUIRED: None.

GENERAL BUSINESS

1. CIO Update (Mike Benzen)

- "Thursdays at 10" - Mike reported programs for "Thursdays at 10" are booked through early April. Attendance at these sessions reached a high of 130 people and has dwindled down to one last week. He asked that all DP managers distribute program schedules and information to all staff members. He also mentioned he would like to see at least one representative from each agency at the weekly sessions.

ACTION REQUIRED: None - informational.

- ORACLE - Mike discussed whether or not our statewide contract with ORACLE should be expanded to include the NT as well as UNIX platform. The cost was discussed and it appeared. there was confusion on how it is applied. A committee was set up to check into the

cost factor and report back to the next meeting prior to making a decision on contract expansion. Volunteering to serve on this committee were: Jim Poole, Chairman; Jim Roggero, Jim Latteman, and Ron Pinkham volunteered a representative from Labor. (*Dennis Reed was later named as the Labor representative*).

ACTION REQUIRED: Committee will meet and work on cost issues. They will report back at the March meeting.

- **FOCUS** - Mike reported he would like to have a brief meeting with the FOCUS group immediately following the ITAB meeting.

ACTION REQUIRED: Committee members stay for FOCUS meeting immediately following this meeting.

2. Software Standards (Chris Wilkerson)

- Chris Wilkerson was unable to attend the meeting. Betty will contact him and see if he has any progress report for incorporation into the minutes.

ACTION REQUIRED: Betty contacted Chris Wilkerson. He has a meeting scheduled for March 21.

3. Year 2000 (Cindi Rutherford)

- Mike reported he made a preliminary presentation last month to both the House and Senate Appropriations Committee on the Year 2000 budget request. Formal hearings dates have not been set. Mike indicated he would probably call a meeting next week with agencies included in the budget request to discuss differences between the preliminary estimate and the final estimate, as well as make plans for the formal hearings.

A request was made at last month's meeting to check one-of-a-kind purchased software packages that are not Year 2000 compliant. Gina Hodge reported she found her agency has one of these packages that is non-compliant. Mike requested that she call Cindi and report it to her.

ACTION REQUIRED: Mike will set up meeting with agencies included in Year 2000 budget request and plan for formal budget hearings. Gina to call Cindi on software package.


4. Data Center Consolidation (Gerry Wethington)

- Gerry reported the Steering Committee has met twice since our last ITAB meeting. They have reestablished the Security Subcommittee. Ron Welschmeyer is chairing the group and each of the consolidating centers has a representative on the subcommittee.

They are charged with:

- a) reviewing and revalidating the original subcommittee recommendations.
- b) looking at lessons learned resulting from Social Services consolidation with the State Data Center.
- c) looking toward the future to see what lessons were learned that could be applied to the next series of consolidations.
- d) developing recommendations to be submitted to the Steering Committee for implementation.

e) reconstituting themselves as a standing committee until such time as consolidation is completed.

 The Steering Committee is reviewing the schedule. Lew and John Backes are working to resolve some of the Department of Transportation issues. John will also be meeting with Gerry and Ron Pinkham to make sure everything is stable prior to consolidation. After these meetings John will be developing a revised schedule for consolidation which may be adjusted

ACTION REQUIRED: None - informational.

5. ~~Prima Vendor (Larry Seneker)~~
ACTIONS REQUIRED: None - informational.

6. MAN Project Update (Gail Wekenborg)

- Mike reported we were ready to sign the contract when a problem developed on "wages". The contract had the term "construction" in it, so it was determined from this wording that we need to get a "wage determination". Mike has gotten all parties together and they are trying to rewrite the contract to resolve the conflict. Hopefully this can be resolved by early next week.

ACTIONS REQUIRED: Mike will work to resolve the conflict over wages.

7. Personnel Committee (Joyce Backes)

- Joyce reported the Technology Training Coalition held their kickoff last month to attract and retain qualified computer technology employees. The Jefferson City Chamber of Commerce is coordinating this effort and radio ads have been running on local radio stations. They have received 214 phone inquiries to date and 104 surveys have been returned voicing their interest

- in the information technology field. Survey information is being entered into a database and they are also receiving and entering information from colleges on their current curriculum, platforms, etc.

She mentioned another group is developing a survey to employers on types of skills desired, what kind of degrees needed, etc. The goal is that the schools provide the training needed and a pool of qualified people.

The system which was demonstrated last October is ready to capture data for new hires and terminations. Jan has asked that each agency provide her with a name of one or two individuals who will be entering that data for your agency by March 7. A training session will be scheduled soon.

She also mentioned the Committee would be presenting a recommendation on how we continue to move ahead with the graduate recruitment and the intern recruitment. Staff members are attending Career days, etc. at the colleges. A meeting is scheduled tomorrow afternoon to interview interns. She invited anyone interested in interns to attend tomorrow's meeting. Mike expressed concern that we may have a supply that is larger than the demand for interns.

ACTIONS REQUIRED: Need name of individual to enter data into database to Jan by March 7. Interviews for Interns - Feb. 27. Will be presenting recommendation on plans to move ahead with recruitment at a future meeting.

8. Information Technology Education Advisory Committee (Jim Roggero)

- Jim Roggero presented the group with a draft copy of Information Technology Advisory Committee's mission statement along with its goals and roles. The Committee reviewed the material and approved it as written.

Jim further mentioned his Committee has been discussing training with G. E.. Capital. The first training classroom is scheduled to open in Jefferson City on April 1, with the second scheduled to open April 15.

They are also pursuing the need for development of a centralized facility for the state in the next three or four years. They will be distributing surveys to the training individuals soliciting information on needs and requirements.

ACTION REQUIRED: Approved mission statement along with goals and roles. No further action - informational

9. Internet/MOREnet (Bill Mitchell)

- David Finch reported the modem pool has reach saturation and they are in the process of upgrading it. This will be done this fiscal year if funding permits or early next fiscal year.

He further reported the Spring MoreNet Conference is scheduled in March and it is normally limited to MoreNet constituents. It will focus on MoreNet's new infrastructure - the Internet II project and the higher education part of it. The Fall conference will have a broader scope. Plans are underway to have a feature on "24 hours in Missouri in Cyberspace."

A question was asked relating to copyright laws about copying the state web site. The group discussed this and decided there is probably not a copyright violation, but suggested contact be made with a higher official in the organization that copied and is using the web page, explain that this is not an acceptable use of the state page and try to seek recourse through this procedure.

- Jim Poole mentioned Conservation has no set policies on E-mail, etc. Their Quality Action Team will be meeting to begin developing policies. He asked if any of the agencies has any such policies he would appreciate receiving a copy.

Another question asked related to providing state workers with a computer connection in their homes to the Internet. The state would pay the cost of \$20-25 per year. Mike mentioned he was not aware of this, but did know some people could gain access by dial up through the Modem pool, if given a number and a password. This is for official business only.

ACTION REQUIRED: None - informational

10. Statewide Purchasing Update (Larry Seneker and Cindi Rutherford)

- Larry reported the ATM bid closes March 3. Network products (routers, etc.) closes March 14. The network consulting bid, out of the state data center, should have a Notice of Award on that shortly. RS6000 combined into the SP contract should be accomplished shortly.

ACTION REQUIRED: None - informational.

11. Network Consolidation Study (Mike Benzen)

In Gail's absence, Mike reported that this is just getting underway. Interviews are being conducted in the state agencies to determine future needs. Some are just now being scheduled.

ACTION REQUIRED: None - informational.

12. Intern Agreement/Contract (Jim Simmons)

Betty reported Jim Simmons is not present today. He will be providing an update at a future meeting.

- Dan Steidley reported new things are going on. Plans are underway to double the capacity of the modem pool. They are also looking at fax and fax broadcast over the Internet, and are also looking at moving from a UNIX platform to an NT platform to support Internet. The SDC is also looking at a redundant TI for capacity. There is too much mission critical work going on the Internet now with prime vendor, etc. They need additional bandwidth capacity.

Dan mentioned he would like to propose to set up a team of five to seven volunteers who would review, discuss, and make recommendations to this group for approval of the FY98 internet rates. One of these volunteers would chair the team. Debbie would provide all the support and background information. He anticipates this will require a maximum of four one-hour meetings over the next four weeks. The team would probably be ready to report back at the next ITAB meeting. Dan mentioned Rick Moore, Jim Latteman, Max Joyce have already volunteered. Rise' Williamson and Rex Peterson also volunteered to serve on this group. Any others may contact Debbie Wells at 751-1513 or Dan at 751-1516.

ACTION REQUIRED: Team to set 1998 Internet Rates. Report back at March ITAB meeting.

14. Centralized SMTP Mail Gateway (Rich Beckwith)

- Larry Seneker reported he has been working with Howard Carter on this issue. Some of the agencies are having trouble porting down to DISOSS. Since there are various problems in different agencies, in order to develop a solution, they will be setting up meetings with representatives of the various agencies to discuss their particular problems. The RFT issue is one of the major ones.

It is also hoped that the Software Standards group could develop some guidelines that might eliminate problems similar to what we are experiencing here.

ACTION REQUIRED: Larry is setting up a meeting with various agencies to try to resolve problems.

15. SAM II Project

- Jim Schutt reported on the progress of the SAM II project. This project will replace the state's fiscal systems including budgeting, accounting, purchasing, payroll, and personnel. The Committee is in the bid evaluation process and hopes to award a contract by the end of March.

To oversee the project, a Steering Committee has been established which is composed of a

He also alerted the agencies in case they are thinking the SAM II project will replace their fiscal system and relieve some of the Year 2000 problems. This may not be true. OA is planning to convert all of their systems to make them Year 2000 compatible. The SAM II project may not be completed and implemented by that time.

ACTION REQUIRED: None - informational.

USER GROUPS

- Rita reported that she and Lew were working to obtain the names of the Chairmen of the various user groups. It was suggested to have several groups report at each of the meetings. Thus far we have found that several of the groups are inactive and we are still awaiting the names of the Chairman of several of the groups. Lew is planning on having a report from the GIS group and CASE group at the March meeting.

ACTION REQUIRED: Lew will arrange to have CASE and GIS User group reports at the next meeting.

REPORT OF PLANNED/ACTIVE BIDS

- Gerry reported the Highway Patrol has drafted a bid request on mobile computing devices in patrol cars. The request has gone to purchasing and is much broader than originally planned. It includes an integrator to deliver solutions that include wireless services that you can lease, so if you have a fleet that has mobile computing devices installed you should be able to use the wireless services. They are also bidding mobile computing devices, mounting brackets, along with all components.

In conjunction with this they are also bidding software in the criminal justice environment. It will need to be able to print tickets, accident reporting, as well as have the capability to draw a collision diagram on the mobile computing devices and any other reports germane to the criminal justice environment. In addition they are also looking for a computer-aided dispatching solution so you can, without using the radio voice communication, communicate with the patrol car from a computer aided dispatch seat in any one of the troop headquarters to the highways. They are also looking for services so that the integrator can take care of all the installation and provide all the customization. The vendor will do all the maintenance, etc. The contract will be a cooperative procurement type contract so other agencies can purchase from the contract. Hopeful to have bid awarded by June. There are also a number of non-state agencies interested.

A question was raised on the status of the wireless communication system. Gerry mentioned the last he heard was that the price for the state was between 250 million to 500 million dollars. Will need to investigate if it is still useful for the state to do that collectively or whether to begin to look at it from the criminal justice perspective. The other possibility is to let the corporate environment build the infrastructure and then we tie in. There presently is not a lot of activity on this.

Jim Latteman asked regarding the status of password type cards. There was some discussion on these sometime ago. Dan Steidley mentioned this was discussed quite some time ago, but has not been given a high priority.

REVIEW OF ACTION ITEMS

- Betty reminded the FOCUS group that there will be a brief meeting immediately upon adjournment of this meeting.
- NASIRE award applications - Mike mentioned MoreNet was going to prepare one. Information Technology is submitting one on Prime Vendor.
- If you still haven't provided the name of a representative to Chris for the standards committee, please give him a call.

- Again, any mission critical packages that are not Year 2000 compliant, please provide the information to Cindi Rutherford.

OPEN DISCUSSION

- Under open discussion, Betty reminded the group to provide Rita with topics that would apply to the entire group. We had two topics. Cindi indicated we were not ready to discuss the Year 2000 reporting system, so we may try to plan to discuss the use of offenders as programmers.

She mentioned if there is any software or technology issues that you think would be viable for this group to discuss, please call Rita.

Betty reported she attended a META group session and mentioned to the CIO it would be great to have an analyst facilitate one of the sessions. He agreed.

She also mentioned Columbia College is going to incorporate the Composer CASE tool into their curriculum.

NEXT MEETING

1. The next ITAB Meeting is scheduled for **Wednesday, March 26, 1997**, at 8:30 a.m. in the Office of the Secretary of State, Interpretive Center.

Betty Rottman

Acting Chairman